



## Plagiarism

Plagiarism is the act of copying, including, or directly quoting from the work of another without adequate acknowledgement. Submitting plagiarised materials for assessment purposes is fraudulent, and all suspected cases will be investigated and dealt with appropriately by ICSE following the procedures outlined here.

All work submitted by students for assessment is accepted on the understanding that it is their own work and written in their own words except where explicitly referenced using the accepted norms and formats of the appropriate academic discipline. While some cases of plagiarism can arise through poor academic practice with no deliberate intent to cheat, this still constitutes a breach of acceptable practice and must be appropriately investigated and acted upon.

ICSE divides plagiarism into two forms:

- Accidental plagiarism – where a student inadvertently or accidentally plagiarises material through poor academic referencing but with no intent to gain advantage from doing so.
- Intentional plagiarism – where a student deliberately plagiarises material with the intent of gaining an advantage.

This procedure is made available to learners in the Learner Handbook. It is also discussed and explained to learners at the beginning of each programme and at the pre-course interview. Where assessment work is submitted to ICSE that was not completed in the presence of a tutor, the learner must complete and sign a certificate of authorship (Form ICSE 0054) declaring their work as their own and confirming their awareness of plagiarism procedures.

### Suspected cases of plagiarism

Where a tutor suspects plagiarism in a learner's submission, they are first asked to decide where the plagiarism sits in terms of severity.

Type of plagiarism	Outcome or sanction
<p>Low-level plagiarism:</p> <p>Instances in which the suspected plagiarism is a first offence and represents poor academic practice. Such cases include:</p> <ul style="list-style-type: none"> <li>• Innocent misuse of materials from other sources</li> <li>• Citation issues such as poor referencing, inappropriate paraphrasing</li> <li>• Heavy use of source material without sufficient work by candidate to support</li> <li>• The suspected plagiarism represents only a small part in a piece of work which makes a small contribution to the mark for the module.</li> </ul>	<p>Zero marks awarded for the particular portion where plagiarism has occurred. The rest of the assessment will be marked.</p> <p>Guidance to learner to ensure that a similar incident does not arise.</p> <p>A warning to the student about future instances.</p>
<p>High-level plagiarism:</p> <p>Major cases are those which may include, for example:</p> <ul style="list-style-type: none"> <li>• A second offence where the student has already received an earlier warning for a similar act</li> <li>• Reproducing multiple sections in full without acknowledging the source</li> <li>• Taking essays from the internet without revealing the source</li> <li>• Copying all or much of the work of a fellow student, with or without their knowledge or consent.</li> </ul>	<p>ICSE investigation.</p> <p>Zero marks awarded for assessment.</p> <p>Zero marks awarded for programme.</p>

### Investigating high-level plagiarism

In instances where high-level plagiarism is suspected, the tutor will complete a Noncompliance form and forward it to the Quality Assurance and Programme Development Manager, who will:

- Notify the learner of the issue in writing and that an investigation will take place.
- Appoint a regional lead tutor to investigate the incident.
- Notify the student of the outcome of the investigation in writing.



- Notify the learner of the appeals process.
- Raise the issue (with redactions) for discussion at the next Academic Committee meeting.

The investigating tutor will:

- Independently review the learner's work against the assessment criteria.
- Use available technology to assess plagiarism level.
- Assess whether plagiarism exists in their opinion and, if so, at what level.
- Make a recommendation to the Quality Assurance and Programme Development Manager.

The timeline for all investigations will not exceed 14 days from the first notification by the tutor.

### Referencing

Throughout your assessments, you may be required to collect details, information or articles from third-party sources. These sources include:

- Anything from a magazine, book, newspaper, song, film/television programme, website, letter, advertisement
- Information you get from interviewing someone
- Exact words or phrases that you have copied
- Diagrams, pictures, charts, etc. which you have not produced yourself
- Audio or visual evidence which you did not produce yourself.

**When you use any of the above sources for information, you must reference where that information came from to avoid plagiarism.** You do not need to reference the following:

- Things that are common knowledge, such as historical events (e.g. Éamon de Valera was President of Ireland) or items which are generally accepted (e.g. global warming is a serious issue)
- Photos, pictures, videos, etc. which you produced yourself
- Your own life experience, thoughts, and findings
- Results of experiments which you carried out yourself.